

# OFFICE OF ADOLESCENT HEALTH

## GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION GRANT APPLICATION

*Teen Pregnancy Prevention Grantees*



**Applications Due: April 4<sup>th</sup>**

Office of Adolescent Health

GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION GRANT  
APPLICATION – TEEN PREGNANCY PREVENTION GRANTEES

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**Office of Adolescent Health**  
**GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION GRANT**  
**APPLICATION – TEEN PREGNANCY PREVENTION GRANTEES**

**PART ONE: GENERAL INSTRUCTIONS**

Eligibility

These instructions are applicable to Office of Adolescent Health (OAH) Teen Pregnancy Prevention (TPP) grantees and provide guidance on the preparation and submission of the non-competing continuation grant application.

Purpose

Each year of the approved project period, grantees are required to submit a noncompeting continuation application. The non-competing continuation application is the grantee's official request to OAH for continued funding for the upcoming budget year.

Each section of the continuation application should justify and support the other sections. The Exhibits included in this Guidance offer examples of how to provide the required information in a clear and succinct way.

The OAH Guidance for Preparing a Non-Competing Continuation Grant Application prescribes the content, information, and data requirements for OAH non-competing grant applications. This guidance should be used in conjunction with the Funding Opportunity Announcement (FOA) under which the competing grant application was funded along with any other application materials provided by the Office of Grants Management or posted at GrantsSolutions.gov in the non-competing application kit. The FOA provides information and guidance for grantees for the entire project period.

Non-competing continuation grant applications will be reviewed by the OAH Project Officer and the OASH Office of Grants Management Grants Management Specialist. The application must provide a detailed work plan that outlines the goals, objectives, and activities for the upcoming budget year, and a detailed budget and budget justification for the upcoming budget year.

Carryover requests should not be included in non-competing continuation grant applications.

Detailed information on your progress in accomplishing goals and objectives, TPP performance measure data, and evaluation progress reporting should also not be included in this report. This information should be included in your semi-annual progress reports.

## **PART TWO: APPLICATION PREPARATION AND SUBMISSION**

### Application Submission

The Office of the Assistant Secretary for Health (OASH) provides grantees with the ability to submit non-competing continuation applications electronically via GrantSolutions.gov. Applicants will receive notification from GrantSolutions.gov via email confirmation receipt. Hard copy non-competing continuation application submissions are no longer accepted by the OASH Office of Grants Management.

Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review. Grantees are encouraged to initiate electronic applications early in the application development process, and to submit early on or before the due date. This will aid in addressing any problems with submission prior to the application deadline.

Applications must be received by **April 4th at 11:00 p.m. Eastern Standard Time.** Applications submitted electronically to GrantSolutions.gov after the deadline will not be accepted for review.

Your non-competing continuation application kit can be found in GrantSolutions.gov. If you encounter any difficulties submitting your non-competing continuation grant application through GrantSolutions.gov, please contact the GrantSolutions helpdesk at (866) 577-0771 or [App\\_Support@ACF.HHS.GOV](mailto:App_Support@ACF.HHS.GOV) prior to the submission deadline. If you need further information regarding the application process, please contact your Grants Management Specialist. For programmatic information, please contact your OAH Project Officer.

### **Electronic Submissions via the GrantSolutions System**

**Electronic applications submitted via the GrantSolutions system must contain all completed online forms required by the application kit, the Project Narrative, Budget Information and any appendices.**

Non-competing continuation grant applications will not be considered valid until all electronic application components are received by the OASH Office of Grants Management according to the deadlines specified above. Upon completion of a successful electronic application submission, the GrantSolutions system will provide the grantee with a confirmation page indicating the date and time (Eastern Standard Time) of the electronic application submission. This confirmation page will also provide a listing of all items that constitute the final application submission including all electronic application components.

As items are received by the OASH Office of Grants Management, the electronic non-competing application status will be updated to reflect receipt of the items. It is recommended that the grantee monitor the status of their application in GrantSolutions to ensure all items are received.

## PART THREE: APPLICATION CONTENT

The non-competing continuation grant application should include:

- All required OASH grants management forms
- A table of contents
- A work plan for the upcoming budget year
- A detailed budget narrative and budget justification for the upcoming budget year
- Any additional materials in the appendices.

The contents of the application should be properly labeled and numbered. Contents should be complete and written in 12-point font.

Adherence to the following guidelines will facilitate the review of the non-competing continuation application and will ensure that the required components are submitted. Non-competing continuation application narratives are evaluated on the basis of substance, not length. Cross-referencing should be used rather than repetition.

### I. REQUIRED FORMS AND OTHER REQUIRED INFORMATION

Table 1 below lists the required forms and other information that must be submitted within this section of the non-competing application.

**Table 1: Summary of Required Forms to Include in the Non-Competing Continuation Application**

Form	Required for Non-Competing Continuation Grant Applications	Source of Form
SF-424, Application for Federal Assistance	✓	Non-competing continuation application kit at <a href="http://www.grantsolutions.gov">www.grantsolutions.gov</a>
SF-424A, Budget Information Non-Construction Program	✓	Non-competing continuation application kit at <a href="http://www.grantsolutions.gov">www.grantsolutions.gov</a>
SF-424B, Assurances Non-Construction Program	✓	Non-competing continuation application kit at <a href="http://www.grantsolutions.gov">www.grantsolutions.gov</a>
SF-LLL, Disclosure of Lobbying Activities	✓	Non-competing continuation application kit at <a href="http://www.grantsolutions.gov">www.grantsolutions.gov</a>

## II. TABLE OF CONTENTS

A Table of Contents outlining the components of the application is required and will provide assurance that all required sections of the non-competing continuation grant application have been included.

## III. WORK PLAN

The work plan for the upcoming budget year (July 1 – June 30) should include the long-term goals that span the life of the five-year grant program, as well as the objectives and activities that will be completed during the year to assist in achieving the long-term goals. Programmatic efforts outlined in the work plan must align with the guidance included in the original Funding Opportunity Announcement, available at <http://www.hhs.gov/ash/oah/grants/closed-grants.html>.

The work plan should include both **program-specific** and **evaluation-specific** objectives and activities. All objectives should be SMART (specific, measurable, achievable, realistic, and time-phased). More information on writing SMART objectives is available at: <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>.

For each objective:

- Provide a rationale for the objective;
- List the activities that will be implemented to accomplish the objective;
- Provide a specific timeline, including specific dates, for accomplishing each activity;
- Identify the person/agency responsible for completing each activity; and
- Identify how you will assess the achievement of the activity.

The approved work plan is intended to be an ongoing monitoring and evaluation tool for both the grantee and the Office of Adolescent Health to use throughout the approved project period.

**Exhibit D** provides a checklist of key information that should be included in the work plan. The items listed in the checklist represent required activities as stated in the funding announcement. Ultimately, the work plan should be specific to your program and should provide a thorough description of the objectives and activities planned for the year. The checklist provides guidance on the minimum activities that should be included in the work plan, but is not exhaustive.

See **Exhibits A & B** for examples of Work plan Templates

See **Exhibit C** for Work Plan Instructions

See **Exhibit D** for Continuation Application Checklists with a list of key information to include in the work plan and budget for TPP Grantees

## IV. BUDGET

This section of the non-competing continuation grant application includes the proposed budget for the upcoming budget period and a narrative budget justification. The budget request should

support and align with the proposed work plan. Items required to complete activities in the work plan should be budgeted.

In addition to the Federal funds requested, the budget information must include other Federal and non-Federal funds used to carry out the objectives included in the work plan.

#### **A. The SF-424A Budget Information**

The non-competing continuation grant application must include an SF-424A Budget Information Non-Construction Program Form. Instructions for completing the SF-424A are found in the non-competing continuation application kit on [www.grantsolutions.gov](http://www.grantsolutions.gov). The guidance below provides supplemental information to these instructions.

##### **1. SF 424A, Section A: Budget Summary**

Columns – Federal (c.) and Non-Federal (d.) must be completed by all grantees to report the estimated amount of funds for each category which will remain unobligated at the end of the current budget year. In column (e.) enter total Federal amount for the upcoming budget year. If applicable, in column (f.) enter the total Non-Federal in-kind or required matching contribution amount for the upcoming budget year.

##### **2. SF 424A, Section B: Budget Categories**

This section is a summary of all budget calculations and information for the budget period. Use Column 1 for the basic OAH program budget. The Columns could be used as follows: Column 1-Federal and Column 5-Total Federal.

The budget categories/object class categories on the 424A are to reflect the grantee's total proposed Federal costs for: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs. More specificity about the costs in each of these object class categories should be presented in the grantee's detailed budget and budget narrative justification.

##### **3. SF 424A, Section C: Non-Federal/Matching Resources**

The grantee should include realistic revenue projections that reflect actual sources of income for the project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federally-funded projects, the sale of commodities or items fabricated under an award, and license fees and royalties on patents and copyrights.

##### **4. SF424A, Section F: Other Budget Information**

Indirect cost rates budgeted for the grantee and sub-recipients should be in accordance with the indirect cost agreement allowing such costs. The grantee must have a current and approved indirect cost rate agreement or an accepted cost allocation plan with DHHS or another Federal agency in order to claim reimbursement for indirect costs.

## **B. Detailed Budget and Budget Justification**

Provide budget information that includes itemized detail by object class category. If there are budget items for which costs are shared with other federal or non-federal programs, the basis for the allocation of costs should be explained. A budget and budget narrative justification should be submitted for the upcoming budget year that is detailed, reasonable, adequate, cost efficient, and that is derived from the proposed work plan. Sufficient detail should be provided so that the reviewer is able to determine the adequacy and appropriateness of budgeted items related to the proposed activities. From the detailed budget and the budget narrative justification, the reviewer should be able to assess how the budget relates directly to the goals and objectives in the proposed work plan.

The following level of detail should be provided:

### **1. Personnel and Fringe Benefits**

- Identify each staff position
- Provide the names of each staff person identified for each position and the annual salary, number of months and percentage of time allotted to the project. If a key position is vacant, include the anticipated hiring date.
- Provide a listing of all remaining filled and vacant positions, percentage of time allocated to the project, number of months, and projected salaries.
- Itemize the components that comprise the fringe benefits rate (e.g., health insurance, FICA, life insurance, retirement plan, etc.).

### **2. Travel**

Identify the purposes of travel to include locations, names of conference/training if available. Costs can be aggregated by category/purpose, numbers of staff and trips (e.g., project director meetings, site evaluations, training). Costs for each category/purpose should be provided.

As included in the Funding Opportunity Announcement, grantees are encouraged to attend the following meetings and trainings and should include funds in the budget:

- One staff to an OAH-sponsored annual Project Director Training
- 2-3 staff to an OAH-sponsored annual Regional Training in years 2-4
- 2-3 staff to the HHS Teen Pregnancy Prevention Conference every other year (2016, 2018, 2020)

### **3. Equipment**

List only those equipment items costing \$5,000 or more per unit.



#### **4. Supplies**

Categorize supplies according to type, such as office supplies, training materials, etc. List items under supplies with cost less than \$5,000 per unit.

#### **5. Contractual**

List all sub-recipients/delegate agencies and/or contract providers and the amount of OAH funds and non-OAH resources allocated/contributed for each. Provide an itemized budget with a detailed justification for the costs associated with each contract. From the itemized budget, the reviewer should be able to assess how the total amount requested for the contract was determined.

#### **6. Other**

Itemize all costs in this category and explain each in sufficient detail to enable determinations for whether each cost is allowable. In most cases, consultant costs for technical assistance, legal fees, rent, utilities, insurance, printing, dues, subscriptions, and audit related costs would fall under this category.

#### **7. Indirect Costs**

Grantees must have a current and approved indirect cost rate agreement or an accepted cost allocation plan with HHS or other Federal agency in order to claim indirect reimbursement costs. Provide an explanation of the calculation of indirect costs that includes the rate, the base, how the base is calculated, and the total amount. Identify the amount of indirect cost charged to the Federal share of the budget.

### **V. APPENDICES**

Supporting documents that add value or clarity to the information presented in the progress report or work plan should be included in the appendices. Materials included in the appendices should present information clearly and succinctly. Extensive appendices are not required.

## **PART FOUR: EXHIBIT INFORMATION AND SAMPLE FORMATS**

EXHIBIT A: EXAMPLE WORK PLAN TEMPLATE #1

EXHIBIT B: EXAMPLE WORK PLAN TEMPLATE #2

EXHIBIT C: WORK PLAN INSTRUCTIONS

EXHIBIT D: CONTINUATION APPLICATION CHECKLISTS FOR TPP GRANTEES

## EXHIBIT A – Example Work plan Template #1

July 1, xxxx – June 30, xxxx

Grantee Name \_\_\_\_\_

Funds Requested \_\_\_\_\_

<i>Goal I:</i>		
<i>Objective 1:</i>		
<i>Rationale</i> for Objective 1:		
Measures of Accomplishment for Objective 1: a.  b.  c.		
<i>Activities</i> in support of Objective 1:  a.  b.  c.	Person/agency responsible for <i>Accomplishing Activities</i> .  a.  b.  c.	<i>Activity Timeline</i> .  a.  b.  c.

## EXHIBIT B – EXAMPLE WORK PLAN TEMPLATE #2

July 1, xxxx – June 30, xxxx

Grantee Name \_\_\_\_\_

Funds Requested \_\_\_\_\_

<b>Goal I: Goal Statement</b>															
<b>Objectives</b>	<b>Activities</b>	<b>Timeline</b>												<b>Measures of Accomplishment</b>	<b>Person Responsible</b>
		<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>		
Objective 1:    Objective Rationale:	Activity 1:														
	Activity 2:														
	Activity 3:														
	Activity 4:														
	Activity 5:														
Objective 2:  Objective Rationale:	Activity 1:														
	Activity 2:														
	Activity 3:														

## EXHIBIT C: WORK PLAN INSTRUCTIONS

- 1) **Name:** Name of the grantee organization.
- 2) **Funds Requested:** Funds requested for project period.
- 3) **Goal 1:** A broad statement of program purpose which describes the expected long-term effects of a program. Although only one Goal is shown as an example in the suggested work plan format, you should include all programmatic goals in your work plan.
- 4) **Objective 1:** A statement describing the results to be achieved and the manner in which these results will be achieved. Objectives should be **SMART**, that is, **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-phased. **Specific** objectives include *who* will be targeted and *what* will be accomplished; **measurable** objectives include *how much* change is expected specifically enough that achievement of the objective can be measured through counting or through documenting change or completion; **achievable** objectives can be realistically accomplished given existing resources and constraints; **realistic** objectives address the scope of the problem and reasonable programmatic steps; and **time-phased** objectives provide a time line indicating when the objective will be measured or a time by which the objective will be met. Although we only include one-two objectives in the example work plan template, you should list all objectives that support each goal in your work plan.
- 5) **Rationale for the Objective:** why you think the objective will contribute to accomplishing the goal. The objective should relate to the goal and should link to outcomes on the logic model leading to the desired outcomes. In addition, you may provide context that shows why this objective is necessary given your program's resources or constraints.
- 6) **Activities** - describe anticipated events that will take place as part of your program in support of the objective. Although we only include a few activities in the example work plan template for each objective, you should list all activities for each objective.
- 7) **Timeline for Activities** – identify specific dates for when the activity will begin and when the activity is expected to be complete.
- 8) **Measurement of Accomplishment** – these are the quantifiable criteria that describe how you know if you succeeded in accomplishing an objective. Measures might include target numbers or they might include quantifiable changes or completion of an activity.
- 9) **Person Responsible** - who is most responsible for ensuring that each activity is accomplished?

## **EXHIBIT D: CONTINUATION APPLICATION CHECKLISTS FOR TPP GRANTEES**

### Instructions:

The content for each of these checklists is based on information noted in the Funding Opportunity Announcement and is not meant to be exhaustive of everything that a grantee will want to include in its work plan and budget. A grantee's work plan and budget should describe the plans for the grantee's overall program and may include objectives and activities in addition to those outlined in the checklist below.

### Contents:

- Continuation Application Checklist for TPP Tier 1A Grantees – pages 14-15
- Continuation Application Checklist for TPP Tier 1B Grantees – pages 16-17
- Continuation Application Checklist for TPP Tier 2A Grantees – pages 18-19
- Continuation Application Checklist for TPP Tier 2B Grantees – pages 20-21

## CONTINUATION APPLICATION CHECKLIST FOR TPP TIER 1A Grantees

### Annual Work Plan

- ☐ Majority of objectives SMART
- ☐ Activities align with objectives and are consistent with previous year work plans
- ☐ Timeline for overall project activities is appropriate
- ☐ Timeline for CBA delivery activities is appropriate
- ☐ Includes project management activity details for both Grantee staff and CBA recipients
  - Recruitment and retention of grantee staff
  - Training and professional development for grantee staff and partners
  - Activities aimed at monitoring CBA recipients to assess progress in meeting goals and objectives
  - Activities aimed at supporting CBA recipients (recruitment, retention, training and professional development for CBA recipients)
  - Submission of required reports to OAH (i.e., semi-annual progress reports, continuation application, Federal Financial Reports)
- ☐ Plans to assess organization needs, and provide CBA to meet each organization's needs
- ☐ Plans to revise and update CBA activities as necessary and implement activities with CBA recipients
- ☐ Activities to monitor implementation of programs with fidelity and quality for CBA recipients
  - Submission of implementation plans prior to implementation
  - Maintaining a fidelity monitoring plan
  - Collecting facilitator-reported fidelity data
  - Collecting data on fidelity and quality through required program observations (at least 10% of all sessions implemented by each CBA recipient)
  - Reviewing and analyzing data on an ongoing basis
  - Providing feedback to facilitators on a regular basis and using data for continuous quality improvements
- ☐ Plans to recruit new CBA recipients (if necessary) and retain current CBA recipients
- ☐ Activities to ensure all materials are medically accurate, age appropriate, culturally and linguistically appropriate, and inclusive of LGBTQ youth
- ☐ Complete OAH assessment tools with CBA partners annually and use the results to identify strategies for ensuring programs are implemented in a safe and supportive environment for youth and their families
  - Strategies for ensuring inclusivity of LGBTQ youth (*Tool: [Assessing LGBTQ Inclusivity of TPP Programs](#)*)
  - Strategies for implementing positive youth development practices (*Tool: [A Checklist for Putting Positive Youth Development Characteristics into Action in TPP Programs](#)*)
  - Strategies for using a trauma-informed approach (*Tool: [A Checklist for Integrating a Trauma-Informed Approach into TPP Programs](#)*)

- ☐ Plans to establish and maintain linkages and referrals to youth-friendly health care services
  - Identify and recruit organizations that provide a wide range of youth-friendly healthcare services
  - Assess identified organizations and providers to ensure services are youth friendly and accessible
  - Develop protocols and procedures for making referrals
  - Develop and disseminate a provider referral guide
  - Identify and train key staff on referral protocols and procedures
- ☐ Plans to engage in strategic dissemination and communication activities to raise awareness of the program with youth, their families, and key stakeholders
  - Maintaining a web presence
  - Marketing the program
  - Communicating program successes
  - Disseminating information about the program (presentations, publications, etc.)
- ☐ Plans to collect, report, and use performance measure data to make continuous program improvements
- ☐ Plans to build, enhance and sustain partnerships to support the program
- ☐ Plans to evaluate the implementation and success of the CBA provided to youth-serving organizations
- ☐ Plans to work with each CBA-recipient to evaluate the success of the organization's efforts to replicate evidence-based TPP programs
- ☐ Activities to sustain the project beyond the life of the grant
  - Goal, objectives, and activities that align with the 8 OAH Factors of Sustainability
  - At least one activity for each of the 8 OAH Factors of Sustainability (e.g., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)

### **Annual Budget**

- ☐ Detailed budget narrative with cost breakdown for each line item
  - Cost breakdown provided for all contracts and CBA recipients
  - Provide the names of conferences, trainings, speakers, and other relevant details
- ☐ Budget aligns with work plan
- ☐ Budget adheres to all budget restrictions listed in the FOA (i.e., no more than 10% for evaluation activities)
- ☐ Includes funds to attend OAH-sponsored meetings and trainings
- ☐ Indirect cost rate agreement on file
- ☐ Plans for cost sharing (*not required*)

## CONTINUATION APPLICATION CHECKLIST FOR TPP TIER 1B Grantees

### Annual Work plan

- ☐ Majority of objectives SMART
- ☐ Activities align with objectives and are consistent with previous year work plans
- ☐ Timeline for activities is appropriate
- ☐ Includes project management activity details
  - Recruitment and retention of staff
  - Staff training and professional development, to include staff and partners
  - Activities aimed at monitoring implementation partners and/or contractors to assess progress in meeting goals and objectives
  - Submission of required reports to OAH (i.e., semi-annual progress reports, continuation application, Federal Financial Reports)
- ☐ Plans to mobilize the community to provide input, implement, and ensure continuous quality improvements on the plan to prevent teen pregnancy and promote positive youth development in their respective community
  - Development and continued engagement of a Community Advisory Board
  - Development and continued engagement of a Youth Leadership Council
- ☐ Plan for continuous quality improvement (CQI) of the program using Getting to Outcomes™ program planning framework.
  - Include activities that address the collection, reporting, and use of performance measure data
- ☐ Activities to monitor implementation of programs with fidelity and quality in all sites and all settings
  - Submission of implementation plans prior to implementation
  - Maintaining a fidelity monitoring plan
  - Collecting facilitator-reported fidelity data
  - Collecting data on fidelity and quality through required program observations (at least 5% of all sessions implemented for each program)
  - Reviewing and analyzing data on an ongoing basis
  - Providing feedback to facilitators on a regular basis and using data for continuous quality improvements
- ☐ Plans to recruit, retain, and engage program participants
- ☐ Activities to ensure any newly introduced materials are medically accurate, age appropriate, culturally and linguistically appropriate, and inclusive of LGBTQ youth
- ☐ Complete OAH assessment tools with partners annually and use the results to identify strategies for ensuring programs are implemented in a safe and supportive environment for youth and their families
  - At least 1 action for each of the six constructs for ensuring inclusivity of LGBTQ youth (*Tool: [Assessing LGBTQ Inclusivity of TPP Programs](#)*)



- At least 3 actions for implementing positive youth development practices (*Tool: [A Checklist for Putting Positive Youth Development Characteristics into Action in TPP Programs](#)*)
- At least 3 actions for using a trauma-informed approach (*Tool: [A Checklist for Integrating a Trauma-Informed Approach into TPP Programs](#)*)
- ☐ Plans to maintain linkages and referrals to youth-friendly health care services
  - Identify and recruit organizations that provide a wide range of youth-friendly healthcare services
  - Assess identified organizations and providers to ensure services are youth friendly and accessible
  - Develop protocols and procedures for making referrals
  - Develop and disseminate a provider referral guide
  - Identify and train key staff on referral protocols and procedures
- ☐ Plans to engage in strategic dissemination and communication activities to raise awareness of the program with youth, their families, and key stakeholders
  - Maintaining a web presence
  - Marketing the program
  - Communicating program successes
  - Disseminating information about the program (presentations, publications, etc.)
- ☐ Plans to build, enhance and sustain partnerships to support the program
- ☐ Implementation evaluation to document the process for developing and implementing the program and to identify key successes, challenges, and lessons learned
- ☐ Outcome evaluation using archival/administrative data to compare outcomes in the community/communities, served to outcomes in a similar community that did not receive the TPP program
- ☐ Activities to sustain the project beyond the life of the grant
  - Goal, objectives, and activities that align with the 8 OAH Factors of Sustainability
  - At least one activity for each of the 8 OAH Factors of Sustainability (e.g., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)

### **Annual Budget**

- ☐ Detailed budget narrative with cost breakdown for each line item
  - Cost breakdown provided for all contracts and implementation partners
  - Provide the names of conferences, trainings, speakers, and other relevant details
- ☐ Budget aligns with work plan
- ☐ Budget adheres to all budget restrictions listed in the FOA (i.e., no more than 10% for evaluation activities, no more than 3% for incentives, no more than 10% for training and technical assistance)
- ☐ Includes funds to attend OAH-sponsored meetings and trainings
- ☐ Indirect cost rate agreement on file
- ☐ Plans for cost sharing (*not required*)

## CONTINUATION APPLICATION CHECKLIST FOR TPP TIER 2A Grantees

### **Annual Work Plan**

- ☐ Majority of objectives SMART
- ☐ Activities align with objectives and are consistent with previous year work plans
- ☐ Timeline for activities is appropriate
- ☐ Includes project management activity details
  - Recruitment and retention of project staff
  - Staff training and professional development
  - Activities aimed at monitoring implementation partners, contractors, sub-awardees, to assess progress in meeting goals and objectives
  - Submission of required reports to OAH (i.e., semi-annual progress reports, continuation application, Federal Financial Reports)
- ☐ Selection of innovators
  - Activities to select and fund innovators: MOUs, funding mechanisms, etc.
  - Activities to retain innovators and keep them involved
- ☐ Support provided to innovators
  - Follows the OAH Support Plan Guidance
- ☐ Activities for partnership and meaningful collaboration to support the innovators and support the grantee at large
- ☐ Creative activities to ensure a promising strategy to foster innovation
- ☐ Activities to ensure materials are:
  - Medically accurate
  - Age appropriate
  - Culturally and linguistically appropriate
  - Inclusive of LGBTQ youth
- ☐ Activities to ensure that projects are implemented in a safe and supportive environment for youth and their families such as ensuring LGBTQ inclusivity, implementing positive youth development practices, and using a trauma-informed approach
- ☐ Plans to engage in strategic dissemination and communication activities to raise awareness of the program with youth, their families, and key stakeholders
  - Maintaining a web presence
  - Marketing the program
  - Communicating program successes
  - Disseminating information about the program (presentations, publications, etc)

- ☐ Monitoring and evaluation activities
  - Modified performance measures and plans to collect, report, and use performance measure data to make continuous program improvements
  - Activities to determine fidelity for the project, implement the project with fidelity and quality in all sites and all settings, and monitor project implementation with fidelity
  - Evaluation activities aligned with evaluation plan
  - Evaluation activities at the intermediary level
  - Evaluation activities at the innovator level
  - Plans to learn from evaluation activities and make improvements
- ☐ Activities to sustain the project beyond the life of the grant
  - Goal, objectives, and activities that align with the 8 OAH Factors of Sustainability
  - At least one activity for each of the 8 OAH Factors of Sustainability (e.g. create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)

### **Annual Budget**

- ☐ Detailed budget narrative with cost breakdown for each line item
  - Cost breakdown provided for all contracts
  - Cost breakdowns for all innovators
  - Provide the names of conferences, trainings, speakers, and other relevant details
- ☐ Budget aligns with work plan
- ☐ Budget adheres to all budget restrictions listed in the FOA (i.e., not less than 50% to select, fund, and support a portfolio of innovators; no more than 10% for monitoring and evaluation activities)
- ☐ Includes funds to attend OAH-sponsored meetings and trainings
- ☐ Indirect cost rate agreement on file
- ☐ Plans for cost sharing (*not required*)

## CONTINUATION APPLICATION CHECKLIST FOR TPP TIER 2B Grantees

### **Annual Work Plan**

- ☐ Majority of objectives SMART
- ☐ Activities align with objectives and are consistent with previous year work plans
- ☐ Timeline for activities is appropriate
- ☐ Includes project management activity details
  - Recruitment and retention of project staff
  - Staff training and professional development
  - Activities aimed at monitoring implementation partners and/or contractors to assess progress in meeting project goals and objectives
  - Submission of required reports to OAH (i.e., semi-annual progress reports, continuation application, evaluation reporting from page 28 of FOA, Federal Financial Reports)
- ☐ Plans to involve the target population in the implementation of the program
- ☐ Activities to monitor implementation of programs with fidelity and quality in all sites and all settings
  - Submission of implementation plans prior to implementation
  - Maintaining a fidelity monitoring plan
  - Collecting facilitator-reported fidelity data
  - Collecting data on fidelity and quality through required program observations (at least 10% of all sessions implemented)
  - Reviewing and analyzing data on an ongoing basis
  - Providing feedback to facilitators on a regular basis and using data for continuous quality improvements
- ☐ Plans to disseminate information about the intervention, lessons learned, and findings from the impact and implementation evaluation, such as
  - Communicating program successes to key stakeholders
  - Disseminating information about the program or the evaluation findings (presentations, publications, etc.)
- ☐ Plans to collect, report, and use performance measure data to make improvements to the implementation of the intervention
- ☐ Plans to build, enhance and sustain partnerships to support the program
  - Describes plans to retain program site(s) in the study
- ☐ Plans to provide training and professional development for project staff, partners and/or facilitators
- ☐ Plans to implement and monitor a rigorous evaluation of the intervention
  - Evaluation activities described are aligned with the OAH-approved evaluation plan
  - Plans to recruit and retain study participants

- ☐ Plans to ensure that the intervention is packaged to be implementation ready by the end of the grant cycle
- ☐ Plans to ensure that programs are implemented in a safe and supportive environment for youth and their families
  - Strategies for ensuring inclusivity
  - Strategies for implementing positive youth development practices
  - Strategies for using a trauma-informed approach
- ☐ Plans to establish and maintain linkages and referrals to youth-friendly health care services

### **Annual Budget**

- ☐ Detailed budget narrative with cost breakdown for each line item
  - Cost breakdown provided for all contracts
  - Provide the names of conferences, trainings, speakers, and other relevant details
- ☐ Budget aligns with work plan
- ☐ Budget consistent with approved evaluation design plan
- ☐ Includes funds to attend OAH-sponsored meetings and trainings
- ☐ Indirect cost rate agreement on file
- ☐ Plans for cost sharing (*not required*)